Kentucky Safe Schools Reporting

Entering Behavior Events and Resolutions for Inclusion on the Safe Schools Report

Kentucky Department of Education

Office of District Support Services

Systems Administration Branch

Requirements and Tips for Error-Free Reports

All behavior events with one of the following resolutions must be mapped to the appropriate state code to appear on the Safe Schools report:

- SSP1 – Expelled, Receiving Services
- SSP2 – Expelled, Not Receiving Services
- SSP3 – Out of School Suspension
- SSP4 – Alternative Placement
- SSP5 – Corporal Punishment
- SSP6 – Law Only Violation

To be sure the codes are mapped, select the Current School Year and All Schools and go to **System Administration>Behavior>Resolution Types**. From the list, click on each of the resolutions shown above to make sure they are mapped to the corresponding state code.

If you have been using a code for any of these resolutions that was not mapped to a state code, you must first map the resolution to the correct state code and then re-save the resolution on each of the student records that was previously marked with the unmapped code.

To find those students. go to **Behavior>Reports>Resolutions**.

1. Select Grade or Ad Hoc filter for students to be included on the report
2. Enter an Enrollment Effective Date
3. Select Detail for Report Type to see the specific event records for each student
4. Enter range of resolution dates or leave blank to include current school year
5. Select At Least 1 for Event Entries
6. Choose the sort option for your report
7. Select the resolution you are searching for
8. Generate the report

Working from the report, you will then need to go to each individual student's record and re-save the resolution.

2009-10 Data Standards for Entering Behavior Events

Path: Student | General | Behavior Tab

Behavior Event

Behavior Event
*Event Name

*Event Date   *Event Time
09/12/2009   03:58 PM
Weapon   Violence
                                     Indicator

Call Police   Arrest   Charges

Gang Related   Civil Proceedings   School
                                     Sponsored
                                     Event

Non School Hours

Law Violation

Board Violation

Behavior Admin Staff Name

Referral Name

Behavior Event Location
SSL1: Classroom
Participant Type

Comments

State Event Code Mapping (calculated from event type)
No State Code

Incident Details:
Event Name: Select the type of infraction from drop down menu

Event Date: Enter the date the event (incident) occurred

Event Time: Enter the time the event (incident) occurred

Weapon: Select 'Yes' from dropdown if weapon involved in behavior event

Call Police: Check box if incident resulted in call to police

Arrest: Check box if incident resulted in arrest

Charges: Check box if infraction resulted in charges being filed

Gang Related: Check box if incident was Gang Related

Civil Proceedings: Check box if incident resulted in civil proceedings

School Sponsored Event: Check box if incident happened at a school-sponsored event

Non-School Hours: Check box if incident occurs outside school hours

Violations: *Law or Board violation must be selected for any SSP1, SSP2, SSP3 or SSP5 resolution.*

Law: Select the Law Violation Code from the drop down menu

Do not choose a Board violation if you have selected a Law violation

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Board: Select the Board Policy violated from the drop down menu

      If the incident could be board or law violation, you should choose Law, the most severe

Behavior Event Location: Select location event occurred

Participant Type: Select from the drop down menu

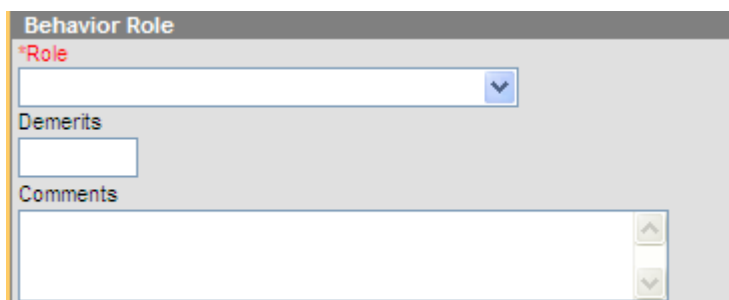01: Student
02: Teacher
03: Staff
04: Non-School Personnel

Behavior Role

Role: Select from the drop down menu role student played in behavior event
01: Offender
02: Participant
03: Victim
04: Witness
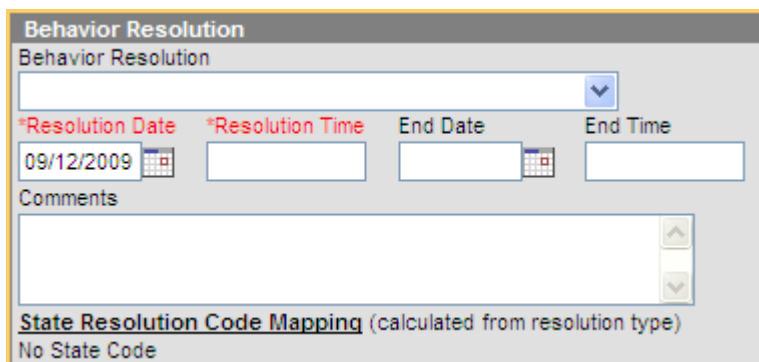
Behavior Resolution

Behavior Resolution: Select the appropriate resolution from the drop down. For Safe Schools resolutions: SSP1 - Expelled, Receiving Services; SSP2 - Expelled, Not Receiving Services; SSP3 - Out of School Suspension; SSP5 – Corporal Punishment. Best Practice - Establish district wide standardized Discipline Codes

Resolution Date: Enter month, day, year (##/##/##) punishment is to begin

Resolution Time: Enter the start time of the resolution

End Date: Enter month, day, year (##/##/##) the resolution ends for all Safe Schools infractions

End Time: Enter the end time of the resolution for all Safe Schools infractions

Preparing for the Safe Schools Report

Discrepancies between Suspensions in your Behavior records and Attendance records will cause inaccurate reporting on the Safe Schools report and SAAR. Absences not accurately coded as suspensions will result in a loss of ADA funding. Districts should be running the Suspension Attendance Linkage Report periodically to check for these discrepancies. This report is found under **KY State Reporting>Edit Reports>Suspension Attendance Linkage.**

This will show you any suspensions you have entered in Behavior that don't have a valid Attendance record and then any Attendance record with an Out of School Suspension that doesn't have a corresponding resolution in Behavior. Running this report on a regular basis throughout the school year and cleaning up the errors you find will help keep your data accurate and reduce the amount of clean-up you will need to do when it's time to generate your Safe Schools Report and SAAR.

Districts that have had expulsions should also run the Expulsion Attendance Report. This report will identify those students who have been expelled with state code SSP2 whose attendance data has not been entered properly to match the start date/time and end date/time of the behavior resolution. An expulsion where the student is not receiving services requires that the student be marked with unexcused absences for the duration of the expulsion. This will not show up as an error or warning on Safe Schools, but could affect ADA funding on the SAAR. The report is found under **KY State Reports>Edit Reports>Expulsion Attendance Reports.**
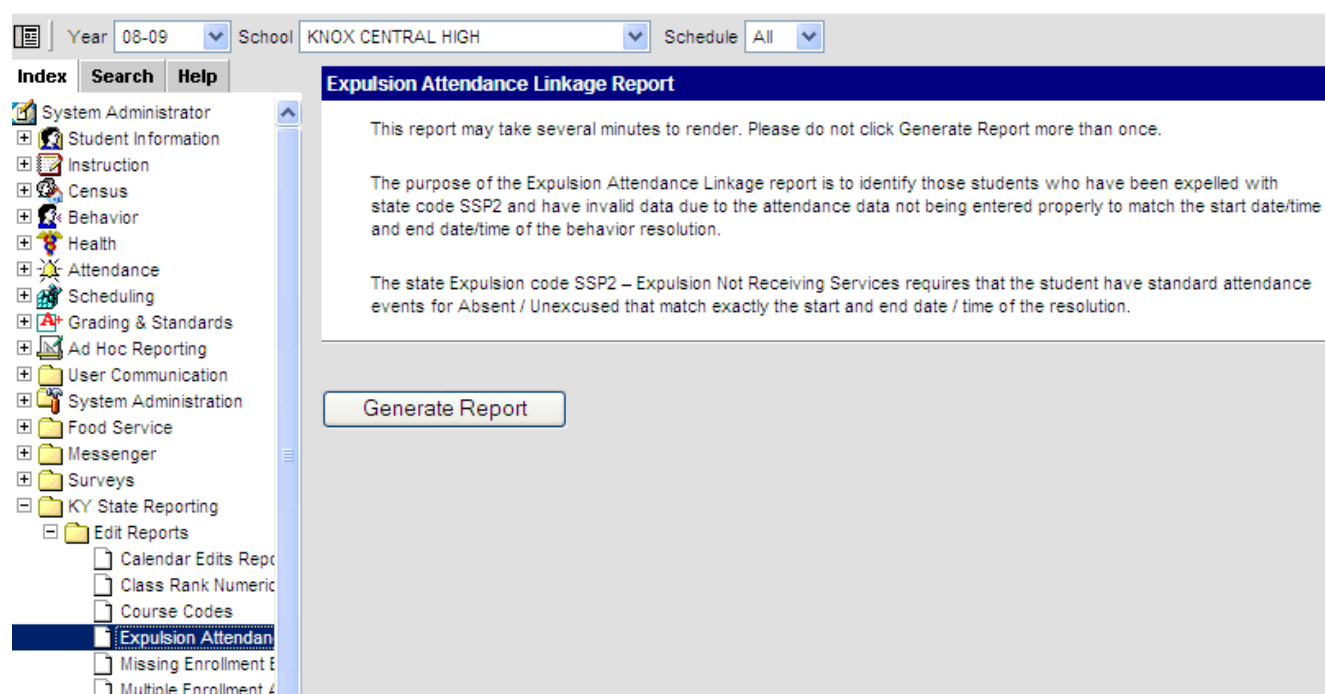
Generating the Safe Schools Report

When you are ready to run the report, go to **KY State Reporting>Safe Schools.**

It is not necessary to use the Run Validations button to get an error report. When you run the extract, it will show you any errors on the report that need to be corrected. If you do use the Run Validations button, you will have to log off the system and log back in before you will be able to generate the extract.

Districts may use any of the reporting options while working on their Safe Schools report. The report can be run for one school at a time and can be run in HTML or CSV. When all schools have corrected their errors and validated the information on their individual reports, the extract can be run for the district and should be run for all schools using the State Format (Fixed Width) format.

Common Errors and Warnings

The Error Report will give both errors and warnings. Errors will prevent the Safe Schools Report from running and must be corrected. Warnings should be verified to make sure your data is accurate.

ER01: Overlapping SSP – This means the student has two SSP resolution records that have overlapping dates.

ER02: Dispositions - Missing End Dates – Disposition has a start date, but no end date. End dates are required on the SSP events in order to show up on the Safe Schools Report.

WA01: Suspension/Attendance Dates Inconsistent – Suspensions in Behavior event records do not correspond with suspensions in Attendance records. Running the Suspension Attendance Linkage report throughout the school year will keep these errors to a minimum.

WA02: student behavior event date is not within enrollment – This error indicates there is a behavior event recorded for that student on a date that is outside of their enrollment dates in your district.

WA03: student behavior resolution date is not within enrollment – Like the error above, this indicates the resolution date on a behavior event is outside of the student's enrollment in your district.

Data Submission

The Safe Schools Report data must be submitted to the KDE file upload portal at http://apps.kde.state.ky.us/safeschools/ by June 30, 2010. The user will see two boxes for a user ID and password: Use the ID and password provided below – you do not need another one issued to you. The user ID is **safe** and the password is **schools10** (see the illustration below).

KDE Contacts for Safe Schools are:

Policy Issues

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Data Entry Assistance

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Appendix A
2008-09 Law Violation Codes

Code	Code Description	Code	Code Description
11	Criminal Homicide	1852	Barbiturates Distribution
20	Forcible Rape	1861	Heroin Possession and Use
30	Robbery	1862	Heroin Distribution
50	Burglary	1871	Cocaine/crack Possession and Use
60	Larceny - Theft	1872	Cocaine/crack Distribution
70	Motor Vehicle Theft	1881	Prescription drugs Possession and Use
90	Arson	1882	Prescription drugs Distribution
100	Forgery	1891	Inhalant Possession and Use
110	Fraud	1892	Inhalant Distribution
120	Embezzlement	190	Gambling
130	Stolen Property	210	DUI
140	Vandalism	230	Under Influence
151	Weapon - Handgun	240	Disorderly Conduct
152	Weapon - Rifle	260	Other
153	Weapon/Other Firearm	280	Loitering
154	Weapon - Other	301	1st Degree Assault
160	Prostitution	302	2nd Degree Assault
171	Indecent Exposure	303	3rd Degree Assault
172	Statutory Rape	304	4th Degree Assault
174	Sexual Assault (Unwanted touching in a sexual manner)	305	Menacing
1801	Other Drug Possession and Use	306	Felony Wanton Endangerment
1802	Other Drug Distribution	307	Misdemeanor Wanton Endanger.
1811	Alcohol Possession and Use	308	Felony Criminal Abuse
1812	Alcohol Distribution	309	Misdemeanor Criminal Abuse
1821	Marijuana/hashish Possession and Use	310	Terroristic Threat
1822	Marijuana Distribution	320	Terroristic - Bomb
1831	Hallucinogenic Possession and Use	330	Terroristic-Ch/Bio/Nuclear
1832	Hallucinogenic Distribution	340	Felony Stalking
1841	Amphetamines Possession and Use	341	Misdemeanor Stalking
1842	Amphetamines Distribution	999	No Law Violations occurred at this school
1851	Barbiturates Possession and Use		

2008-09 Board Policy Violation Codes

Code	Code Description
1001	Cheating
1002	Dress Code Violation
1003	Leaving Campus
1004	Skipping Class
1005	Skipping School
1006	Tardy to Class
1007	Truancy
1008	Signing Parent/Staff Note
1009	Stealing
1010	Failure to follow staff instructions
2001	Disruptive Behavior
2002	Bus Disturbance
40	Failure to Attend Detention
5001	Fighting - Student to Student (physical aggression)
5002	Fighting - Student to Staff (physical aggression)
5003	Fighting - Student to Other (physical aggression)
60	Inappropriate Sexual Behavior
70	Profanity or Vulgarity
8001	Bullying
8002	Harassment
8003	Threatening Staff
8004	Verbal Abuse
8005	Harassing Communications
9001	Smoking
9002	Chewing
9003	Tobacco - Other
110	Dangerous Instruments (carrying or use)
998	Other
999	No Board Violations occurred at this school